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The UCF Report, Vol. 13 No. 14, January 30, 1991

University of Central Florida

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The UCF Report

Volume 13, Number 14

The University of Central Florida Newspaper for Faculty and Staff

January 30, 1990

News Clips

- The University of Central Florida is looking for a few good men ... and women. The university's **orientation team**, students selected to serve as liaisons between in-coming students (freshmen and transfer) and UCF, is being formed.

This is one of the most sought-after positions on campus. Applicants are interviewed by peers and staff. Then they are interviewed by a committee of faculty and staff. Interviewers look for personable, energetic students who enjoy working as part of a team with a sincere desire to assist new students.

This year, 30 students are needed to serve on the team. Applications will be available at an information meeting in the student center auditorium on Monday, Feb. 4, 10 a.m. and 3 p.m., and in Tropical Oasis on Tuesday, Feb. 5, at 7 p.m.

- Tickets are still available for the **Orlando Shakespeare Festival**. Tickets are \$10, \$20 and \$50 for two performances: "Twelfth Night" and "Macbeth." Plays will be at Lake Eola Park's amphitheater, and begin in March. For information, call 841-9787.

- Does the present election law create an advantage for candidates who attract the most money from organized interest groups? Does the system favor incumbents and discourage candidates outside the political mainstream?

Those are the questions that will be addressed at the **UCF Conference on Campaign Finance Reform** during a mock trial and legislative session in the student center auditorium, Feb. 21-22.

The presiding judge is Parker Lee McDonald, associate justice of the Florida Supreme Court.

Congressman Bill McCollum will head the legislative panel to discuss reform measures, Feb. 22. The trial is 9 a.m. on Feb. 21. Jury deliberations begin at 8:30 a.m.

Registration fee for non-students is \$35, which includes a reception and dinner on Feb. 21. Admission to each day's session is \$5.50. Student admission is free.

University, Soviets strike deal

Business brings groups together for unique training program

A new University of Central Florida program allows Soviet business executives to learn firsthand how America's free market economy works. In turn UCF and Central Florida businesses have the opportunity to build ties and share information with the USSR.

A unique focus was developed for the first program for the International Linkage Institute hours before a formalized agreement was signed by officials from the College of Business Administration, the Greater Orlando Chamber of Commerce and the USSR, Jan. 17.

The program, which kicks off with classes on May 11, brings Soviet executives to UCF and to train at businesses in the area for a six weeks. Officials decided that a strong emphasis on entrepreneur skills would serve the Soviets, according to Richard Huseman, dean for the College of Business Administration.

"We were discussing how entrepreneurship increases dramatically during a recession in our country and speculated that the people of the USSR might show the same inclination during this time of reorganization of their economy," Huseman said.

Leonid Evenko, dean of the graduate school of International Business at the Academy of National Economy in the USSR, said people from his country need to learn about running businesses.

"Since last summer, more than 20,000 private parties have started the process of applying for business licenses," he said.

The academy provides post-graduate work for Soviet business executives.

Please see USSR, page 3

Touched by war



A University of Central Florida student shows his support for American troops in the Persian Gulf during a demonstration on campus on Jan. 23. More information on page 3.

Enrollment outpaces class growth

The number of classes offered at the University of Central Florida this spring failed to increase at the 3-percent enrollment growth rate recorded last spring, preliminary data show.

The number of UCF sections for all degree-granting colleges rose from last year's 1,648 to 1,690 this spring. That is due to a current fiscal year budget that absorbed \$3.8 million in cuts. The 3.2 percent enrollment increase — from 19,822 to 20,451 — offset the 2.6 percent gain in class offerings. Consequently, class sizes increased by an average of about one student in graduate and upper division courses, and by more than four students in lower division classes.

Enrollment figures represent the number of students who were registered at the end of add/drop in 1990 and 1991. The figures do not include adjustments for the addition of continuing education students and subtractions for faculty and staff taking courses and for students who fail to pay their bills. Such adjustments are made in calculating the final enrollment figure. Final spring term enrollment last year was 19,557.

The overall growth UCF experienced in spring class offerings masked differences in individual colleges. After accounting for the

Please see GROWTH, page 3

Next Issue Of The UCF Report is Feb. 13 • Deadline Feb. 6

University of Central Florida
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Memorandum

To: Department secretaries
From: Barth Engert, undergraduate studies
Subject: Undergraduate plastic-bound catalogs

There are a few plastic bound 1990-91 undergraduate catalogs available for new faculty or for those desiring additional copies. Standard bound copies are also available. Call Barth Engert, x5907, to arrange to pick up copies in ADM 210.

To: All employees
From: Joyce Clappitt, administration and finance
Subject: Building manager list update

Please make the following correction to your current building manager listing:
• M. Jo Edwards, building manager, of health and physics, building 12. Telephone number: x2406.

To: University community
From: International studies
Subject: Deadline for submissions for the international studies newsletter

International studies is a university level office which coordinates and serves as a clearinghouse for campus international activities in order to make the university more global in its perspective. The tasks associated with this mission are wide and varied. For instance, in addition to coordinating study abroad, international studies works with faculty on the internationalizing of curriculum, faculty development, and serves as a liaison with the community, the BOR, the state and other SUS institutions.

One important tool is the internationalization of a campus newsletter. International studies plans to publish a university-wide newsletter twice a year. It will serve as a resource to those wishing to have information on past and upcoming activities on campus that are related to our international dimension. The next issue will be published in early March. A letter will be sent to all deans and chairs asking to have information submitted to international studies by Feb. 11. Submit items to department chairs by then in order to be included in the next issue.

To: All departments
From: Tracy Balkham, student center
Subject: Campus programs

The student center is often called for information regarding activities on campus. Unless the activity is scheduled to take place in student center facilities or is sponsored by the campus activities board, we may not have knowledge of programs occurring elsewhere on campus. When advertising programs indicate the exact location. This is especially important when advertising in off-campus publications. It is also a good idea to provide a telephone number for callers to obtain additional information to avoid miscommunication both on and off campus.

To: University community
From: William Johnson, College of Education
Subject: Tenure track positions

The College of Education announces the following tenure track faculty positions at the assistant/associate professor level (unless otherwise noted) to be available in August. Positions typically require teaching and advising at the undergraduate and graduate levels as well as appropriate commitment to research and professional services. For information, address inquiries to the appropriate department chair, College of Education.

- Department of educational foundations (five positions): curriculum and instruction (two); social/psychological foundations (two); research and measurement. Apply to Lex Wood, chair.

- Department of educational services (two educational leadership positions): organizational theory/supervisory practices/research methods (Brevard); financial/legal/political aspects of education. Apply to Robert Rothberg, interim chair.

- Department of exceptional and physical education (two positions): parenting and preschool; transition/secondary and supervision (Brevard). Apply to Michael Churton, chair.

- Department of instructional programs (seven positions): early childhood education; secondary English education; social studies/math/language arts positions at the elementary/second/middle school levels (Orlando and Brevard campuses). Apply to Dan Kirby, chair.

To: University community
From: William Johnson, College of Education
Subject: Assistant dean position

The College of Education is accepting applications for assistant dean. The assistant dean reports directly to the dean, and is responsible for administration of all field-based programs, school partnerships and professional development centers to include curriculum, program development, staffing and program evaluation. The assistant dean acts as liaison officer for the college with appropriate school district and community college administrators and coordinates school-based programs and related research activities of the college. This person also provides overall leadership for collaborative efforts with schools and programs in the UCF service area. The directors of the Teacher Education Center, alternative certification and Institute for Professional Development report to the assistant dean.

Candidates should possess an earned doctorate in Education and qualify for a tenure track appointment in one of the academic departments of the college. Candidates should have a record of school service, experience with field-based teacher education, and skills in working collaboratively with public schools, community colleges, state departments of education and other community organizations. Preference will be given to candidates who present evidence of skills in program development, program evaluation and teacher education research.

This is a 12-month appointment. Expected appointment date in August. Rank is open and salary is competitive and commensurate with experience and qualifications.

Candidates should submit a letter of application, current curriculum vita and at least three letters of reference. To receive full consideration, applications should be postmarked no later than Feb. 15. Applications, nominations and inquiries should be sent to: Michael Churton, chair of the assistant dean search committee, ED 214, College of Education.

To: University community
From: Robert Rothberg, educational services
Subject: Chair search

The department of educational services is accepting applications for chair. The chair reports to the dean of the College of Education, and is responsible for the administration of all programs, supervision of personnel and allocation of all financial resources in the department. The chair is also responsible for providing leadership for graduate curriculum and for administering collaborative efforts with public schools and related educational agencies.

Candidates should possess a doctorate in education with a specialization in one of the department's programs preferred and an established record of teaching, service and scholarly achievements. Candidates should be professors and also have the ability to interact effectively with faculty, provide leadership in curriculum development and research and possess administrative skills and experience. Preference will be given to candidates who present a record of experience in developing collaborative efforts with public schools, field-based programs and skills in working with college, university, community and state and other education personnel.

This is a 12-month appointment with expected appointment in August. Salary is competitive and commensurate with experience and qualifications.

Candidates should submit a letter of application, current resume and the names of three references no later than Feb. 15. Applications, nominations and inquiries should be sent to: Robert Rothberg, chair, search committee department of educational services, ED 318.

To: University departments
From: Wilson Rosario, finance and accounting
Subject: Individualized training

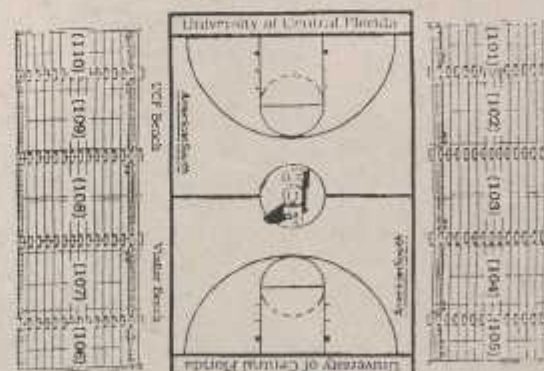
Effective Thursday, Feb. 14, finance and accounting will offer individualized training sessions that will cover different areas of particular interest to the departments. The sessions will be limited to five people and will be offered the second and fourth Thursday of each month in AD 338 at 2 p.m. Dan Moya, accounts payable supervisor, will be in charge of coordinating the training sessions. Contact Ophelia Daniel, x5024, or send a PROFS note to ID F+A.

To: Faculty and staff
From: Rob Sheinkopf, admissions
Subject: Arena chairback seat selection

I have recently returned from a tour of the new, still under construction, UCF Arena. It will be a state-of-the-art facility. I wanted to make you aware of a unique opportunity. At this time, the lower-level cushioned seats are being offered to the Central Florida community.

It is possible to select a seat or seats and have your name (or a loved one's name) attached to the seat. These are permanent seats and the engraved nameplates will be on those seats for the life of the arena.

As captain of the team of faculty and staff who are helping in the sales campaign, I wanted to offer you the opportunity to select your seat while good ones are still available. It won't be long before UCF basketball games are big events, and tickets will be at a premium. Your seat will enable you to buy a season ticket (faculty/staff will be offered reduced rates) and lock in your priority for season tickets for years to come. These will become "hot tickets," the basketball program under Joe Dean is earning credibility in this community and as a faculty/staff member, your participation is critical. There are a total of 1,184 cushioned seats available, and 344 have already been sold prior to any major announcement. The appealing aspect of this project is that we can spread the payments over 10 months (for example, if you purchase two \$150 seats, you will be billed \$30 for 10 months). For information, call Brian Crews, x5506.



Gold sections (103, 108) = \$250 each seat
Blue sections (101, 102, 104, 105, 109, 110) = \$150 each seat
Green sections (106, 107) = student seating
Seats are sold on a first come, first serve basis. To purchase seats, fill out the application below and return it to: Bob Wise, Knights Boosters, Inc., UCF, Wayne Densch Sports Center, Orlando, 32816.

UCF Arena Seat Purchase Application

Name _____	
Address _____	
City _____	State _____ Zip _____
Phone (Home) _____	Phone (Office) _____
Name to appear on seat(s) _____	
_____ Seats in gold section # _____ \$250 each = _____	Payment enclosed _____
_____ Seats in blue section # _____ \$150 each = _____	Bill me immediately _____
Total enclosed = _____ Bill me over 10 mo. _____	
Please make checks payable to: Knights Boosters, Inc.	

Please see MEMORANDUM, page 6

News To Note

• The office of Greek affairs announced the arrival of a new fraternity, **Phi Gamma Delta**, (Fiji) will be colonizing on the University of Central Florida in February. The organization was selected from among 18 national organizations by the interfraternity council.

Phi Gamma Delta was founded at Jefferson College (now Washington and Jefferson College in Pennsylvania) in 1848. It was the first fraternity to advance the chapter tutor program. Fraternity members included: Calvin Coolidge, Johnny Carson, John Ritter and Jack Nicklaus.

• The University of Central Florida's Small Business Development Center is co-sponsoring a seminar on basic government contract law.

The seminar will be at the Orlando Hyatt on Friday, Feb. 15. It features nine sessions. Advanced registration is \$125. Subsequent members of the same firm can attend for \$115. For information, call the Florida Legal Education Association, 904-656-7590.

• An exhibition, titled "Florida's Future," which featured a showcase of projects and programs in Florida schools, was a highlight of festivities during the inauguration of Lawton Chiles, Jan. 8. The exhibition

was comprised of 30 exhibits showing a variety of educational programs and university research project demonstrations. Chiles and Chancellor Charles Reed were among those who toured the exhibit.

The Institute for Simulation and Training, one of the units representing UCF, demonstrated a virtual reality testbed and language technology project. The governor and his wife participated in a demonstration of the projects.

• The Newman Club and the College of Arts and Sciences is sponsoring a symposium, "Reinvigorating the Liberal Arts and Sciences in a Modern Research University," in the Board of Regents Room on Wednesday, Feb. 13, 12:30-2 p.m.

The symposium is a follow-up to the October Newman Conference, which met what some felt was a need for campus-wide discussion of the liberal arts tradition.

Speakers are: Edward Sheridan, dean of the College of Arts and Sciences; Frank Kujawa, associate professor of geology; and Greg Eyma, a junior anthropology major. Joining them in a panel discussion will be Richard Astro, provost. Audience participation will be invited following the panel discussion.

For information, call Kujawa, x2800, or Gerald Schiffhorst, x2212.

GROWTH, continued from page 1

move of the molecular biology unit to the College of Health and Professional Studies, the College of Arts and Sciences slightly exceeded last spring's schedule of 814 classes.

The colleges of Business Administration, Engineering and Health and Professional Studies each bolstered the number of their offerings, in a ranging from 4.9 to 19 percent.

The College of Education, meanwhile, shrunk its schedule from 234 classes to 212.

USSR, continued from page 1

The UCF program, though similar to ones at Duke University and New York University, differs in its focus and the ages of its participants. According to Yury Osipov, the Soviet's coordinator for the institute, the average age of the Soviets will be 32; the other programs cater to older, more established business people. Osipov noted that participants will have command of English, which is essential during the training portion. A group of 20 executives will be selected for the first session.

Participants will spend two weeks in classes studying marketing, business finance, economics, accounting, and organizational management. Simultaneous translations will be provided during the classes to prevent misunderstanding in the studying stage. The following four weeks, the Soviets will receive on-site job training without assistance with the English language — each will work in a business, shadowing a manager's day-to-day activities. Program administrators will attempt to place each Soviet in a business similar to his own specialty.

Huseman noted that the Soviets will be given a chance to gain "a little flavor of U.S. life." Evenings out will be planned around typical American experiences, such as going out for pizza.

Michael Bass, vice-president for UCF's Re-



Leonid Evenko

search, voiced his confidence that the program and the institute would add to UCF's effectiveness and stature.

"This university is presently a player on the international stage; we have faculty and teaching programs that have developed an international reputation," he said. "If this is to be a great university, it must continue to build its worldwide contacts."

Bass also cited the success of another joint project between UCF's Center for Research in Electro-Optics and Lasers (CREOL) and the General Physics Institute (USSR) since spring 1988.

Businesses providing training anticipate developing business ties in the USSR. According to Hal Sumrall, director of international business for the Greater Orlando Chamber of Commerce and project manager for the linkage institute, the USSR offers tremendous business opportunities, but the Soviet bureaucracy is a great obstacle.

"The visiting Soviet executives will provide these businesses with direct contact with USSR businesses, allowing the Americans to bypass the red tape," he said.

Sumrall said 10 companies have agreed to participate so far, including AT&T, Walt Disney World, General Mills Restaurants, and the Greater Orlando Aviation Authority. Sumrall is working to add 10 more companies.

The Florida/USSR International Linkage Institute was established in July with a state appropriation of \$50,000. The institute includes a partnership between UCF, the chamber and Lake Sumter Community College.

Reflection of the '60s



Supporters of the war against Iraq demonstrate at a rally at the University of Central Florida, Jan. 23. Demonstrators clashed with war protestors on campus during the rally.

Degree programs among BOR topics

A new University of Central Florida degree program was approved by the Board of Regents, Jan. 25.

The board, meeting in Tallahassee Jan. 24-25, approved a UCF plan to implement an undergraduate program in health services administration. It also agreed to replace UCF's program in radio and TV production and broadcasting technology with a film program.

Those were among several topics concerning UCF on the meeting's thick agenda.

Other items approved were: new limited access degree programs next year for UCF, Florida A&M, and West Florida; increases in activity and service, separate athletic and health fees; and increases in fees for educational centers for child development.

The first day of the meeting, T.K. Wetherell, speaker of the state House of Representatives, suggested the State University System close its doors to out-of-state students, noting that by admitting out-of-state students, Floridians are pushed out of the state's already crowded nine universities.

His suggestion was met with disapproval from members of the Board of Regents.

The board approved the establishment of a 10th state university, and said an 11th state university will also be needed to keep up with growth.

People

• **David Brunner**, assistant music professor, conducted three performances with his professional chorus, Gloria Musicae, of Menotti's opera "Amahl and the Night Visitors" at the Sarasota Opera House and the Venice Little Theater in December. He also was a guest conductor for the Florida West Coast Youth Symphony's Messiah Sing-In in Sarasota, and appeared with the UCF Madrigal Singers in a production of their Christmas Madrigal Feast at the Collegiate Village Inn in Orlando.

• Counseling and testing center associate director **Pete Fisher** was named 1990 Mental Health Counselor of the Year by the Florida Mental Health Counselors Association. Fisher also served as chair of the 41st annual convention of the Florida Association for Counseling and Development, held in Tampa, Nov. 29-Dec. 1, and was presented the president's award for his service as FACD president during 1989-1990.

• **Janet Hawes**, a UCF graduate from the College of Engineering, was named fourth runner-up in the Mrs. USA pageant, held in Texas in November. She won the Mrs. Florida USA title in June. Hawes, 31, has been married for 12 years, and she and her husband, Kirk, have two children. The family lives in Winter Springs.

• **Belinda McCarthy**, dean of the College of Health and Professional Studies, recently received the distinguished alumnus award of the Rockefeller College of Public Affairs, State University of New York at Albany, at a ceremony held in Albany.

• History professor **Bruce Pauley** has had his 650-page manuscript, tentatively titled "In the Shadow of Death: Jews and Anti-Semitism in Austria from Emancipation to Destruction," accepted for a fall 1991 publication by the University of North Carolina Press. In October, he gave a paper to the German Studies Association in Buffalo on "The United States and the Jewish Question in Austria." An expanded version of this paper has been accepted for publication by the *Leo Baeck Institute Yearbook* in London. A second article, titled "Politischer Antisemitismus in Wien der Zwischenkriegszeit" was published in Vienna in the fall in the anthology, *Eine zertorte Kultur: Jüdisches Leben und Antisemitismus im Wien seit dem 19. Jahrhundert*.

• **David Rollins**, assistant mathematics professor, presented a paper, titled "A Variational Principle for Linear and Nonlinear Wave Propagation in a Dissipative Medium," at the 43rd annual meeting, Division of Fluid Dynamics of the American Physical Society on Nov. 18-20.

• Two members of the English department have collaborated on a textbook recently published by McGraw-Hill, "Short Handbook for Writers." The authors are **Gerald Schiffhorst**, professor of English and a member of UCF's faculty since 1970, and **John Schell**, professor and chair since 1987. The book provides students with a handy source of reference questions of usage, grammar, mechanics and style, along with a thorough presentation of the writing process.

• **Bhimsen Shivamoggi**, mathematics professor, presented a paper, titled "Quasi-recurrent Motions with the Two-Dimensional Nonlinear Schrödinger Equation for Deep-Water Modulated Gravity Wavetrains," at the 43rd annual meeting, Division of Fluid Dynamics of the American Physical Society on Nov. 18-20.

• Associate mathematics professor **Michael Taylor** presented a paper, titled "Engaging in Mathematics," at the 75th anniversary meeting of the Mathematical Association of America on Jan. 16-19.

Diving chef makes splash at university

Nine years ago doctors told Joanna McCully she had a brain tumor. They said that even though it was benign, she would have to give up one of her favorite hobbies: scuba diving.

McCully — dissatisfied with explanations as to why she should quit the sport, and with the blessing of her therapist — ignored her doctors' advice. Two years later, she boarded a plane bound for Australia's Great Barrier Reef.

"I figured, if I was going to die scuba diving it should be somewhere I have always wanted to dive," McCully, 51, said.

She had a picture taken of herself floating in the water 60 feet above the ocean floor, and sent it to her brain surgeon. Attached was a note. It said: "You did a great job, doc. No leaks."

McCully, the University of Central Florida's coordinator of international student affairs, learned to scuba dive 20 years ago.

"It's something I always wanted to do," she said. "I grew up on the water. I was in the Caribbean and the opportunity to scuba dive was there. It was the absolute ultimate experience."

She has logged more than 200 dives since, and is now a dive master (meaning she is certified to lead other divers, but cannot teach).

Most of her problems diving have not been with marine life, but with people, she said. Once, while leading a group, a diver disappeared. The group looked everywhere, but, with air running low, McCully signaled for everyone to return to the boat. The missing diver was on the deck laughing at the prank he had pulled.

"People just don't think," McCully said, still angry about the stunt. "If I have a choice between saving my life or saving another diver, I'm going to save myself first. If we would have stayed down there to look for that diver, I'd be dead right now."

Despite that instance, McCully loves diving. Her favorite place, she said without hesitation, is the Great Barrier Reef. The Blue Hole of Belize, a "bottomless" underwater sinkhole, is also spectacular, she added. She once went 140 feet down there, and still couldn't see the bottom.

"It's euphoric to be underwater," she said. "It's like being back in the womb — peaceful but terrifying."

Most people would likely consider sharks to be terrifying. Not McCully.

"Sharks are overrated. I've run into 10 sharks, with two having potential danger," she said. "If you see one, you just go to the surface."

One of her most memorable dives took place when she swam with a pod of 15 dolphins.

"I would imitate the sounds they made and they would answer me. I communicated with them," McCully said. "But they were still cautious with me. They wouldn't come within 15 feet."

Scuba diving isn't McCully's only unusual interest. She is also an international chef.



Joanna McCully

Cooking is a family tradition; they've been in the restaurant business since 1867.

At one time, McCully owned more than 50 cookbooks. She had recipes from every nationality, except Eskimo. Nobody wants to eat whale blubber anyway, she reasoned.

For three semesters, while attending Cornell University, McCully and a few other students hosted international dinners for the university community.

"Each week was a different nationality's dish. One week I would work with Chinese students, and the next Scandinavian students. We could feed 100 students for \$1 each," McCully said.

While vice president of the international association at Cornell, she made a traditional Thanksgiving dinner for Japanese students.

"I'll never forget that when I told them I wasn't going to put the dressing in the oven with the turkey, one of them wanted to know why you put a naked turkey in the oven," McCully said.

In time, McCully ended up giving up the two restaurants she owned in order to work with international students full-time.

"The students appreciate you more. You don't have to work nights, and you have more serenity," she said.

Last year, during her senior year at Cornell, McCully found out she had breast cancer. She managed to graduate despite chemotherapy treatment.

"I was the oldest member of the 1990 Cornell graduating class," McCully said. "I sent out 30 (job) applications, and UCF was the only one with enough foresight to hire me."

Her plans for the university's international affairs include a Chinese new year's party and a celebration of Black Heritage Month.

"We're working with the Caribbean Club, the Afro-American Student Union and the Hispanic Club to plan some sort of celebration. It's the first time all the groups have worked together," she said.

Eventually, she would like UCF to have an international center — "a place to introduce (international students) to American culture," she said. "These students are the future world leaders. This is my way to make one small step for world peace."

— By Julie Watson

• Associate mathematics professor **Kuppapalle Vajravelu** presented a paper, titled "Some Second Order Nonlinear Systems Arising in Natural Convection Flow and Heat Transfer," at the 75th anniversary meeting of the Mathematical Association of America on Jan. 16-19.

• **Ahmed Zayed**, associate mathematics professor at the University of Central Florida, presented a paper, titled "Green's Function as an Interpolating Tool," at the 75th anniversary meeting of the American Mathematical Society on Jan. 16-19.

Fiction writer gives fans tips on craft

"Avoid overwriting, never talk about what you write, and never write when you are not at your desk." This was advice on writing from E. L. Doctorow, author of "Ragtime," who lectured at UCF, Jan. 22, on "How Writer's Write."

Named after Edgar Allen Poe -- "a sadomasochist . . . drug-laden necrophiliac" -- Edgar Doctorow has considered himself a writer since he was in the third grade.

He was "a great reader," constantly reading the classics, mystery and sea novels. As a child, he preferred novelists Jack London, Raphael Sabatini, Will James and Jules Verne. "Les Miserables" was a favorite novel, read on the New York subway which he said, "Put my life in perspective."

Doctorow's interest in writing continued throughout school, despite an "F" grade in journalism class. Doctorow earned the grade for a fictionalized interview with Carl the Carnegie Hall doorman (the assignment had called for an interview with a "living" person), but the stunt aided his evolution as a writer, for he discovered he preferred writing fiction over journalism.

"It was better to make up a stage

doorman than to go through the tedious business of interviewing someone," he said.

Inspired by his older brother, also a writer, Doctorow realized his, "dream sense of being a writer was a practical possibility." And from his family's story tellers, who had the ability to "spin something put of nothing, the basis of writing," he realized "... storytelling is a gift within everyone's grasp."

Doctorow continued writing through his undergraduate years at Kenyon College in Ohio. He graduated in 1952, attended Columbia University graduate school, enlisted in the army and worked at Columbia Pictures for three years.

He began writing his first novel while working as a reader for Columbia Pictures, reading "poor-quality scripts." On company time, Doctorow wrote a story satirizing the Western genre, though he had never traveled west of Ohio. He expanded the story into a novel and it became "Welcome to Hard Times," published in 1960. Although the Western is not considered to be serious fiction, it garnered positive reviews.

Subsequent novels are "Big as Light," "Book of Daniel," "Loon Lake," "World's Fair" and "Billy Bathgate." Doctorow is most recognized for "Ragtime," the turn-of-the-century novel, winner of the National Book Critic's Circle Award in 1976.

He also wrote a play, "Drinks Before Dinner," and "Lives of the Poets," a collection of short stories.

Until "Welcome to Hard Times,"



E.L. Doctorow signs autographs prior to his lecture, Jan. 22

Doctorow had planned on writing novels but had only written outlines.

"That is how writers write," he said. "You don't possess what you write just as the explorer doesn't own the mountain he or she climbs."

He said, "The author must trust the act of writing . . . writing is not generally regarded as a trustworthy process. Writing is an elusive things, a fluid force an intuitive surge, the muse, as it has been described."

To teach students writing,

Doctorow suggested that teachers break traditional rules.

"Do not correct (students') spelling. Do not correct their grammar. Do not give them structures. Do not tell them to write in whole sentences. That's for starters," he said.

Doctorow summarized his idea of fiction by saying, "Fiction is a great big messy art, not a specialist's discipline . . . Everything is data for fiction. Even the mad mutterings of people on the street -- it's all gold."

Following a dream

About 150 people marched in a parade honoring Martin Luther King Jr., at the University of Central Florida on Jan. 23. Below, two people hold hands during a celebration in recognition of the work of the civil rights leader.



Grants

• **91.0079 Automatic Target Recognizers, Algorithms for Second Generation Sensors** — U.S. Army — This is a broad agency announcement in which research proposals are requested in the area of software engineering. Research will produce ATR algorithms for second generation imagery, FLIR and multi-sensor data, and/or methods of evaluating ATR algorithms. Deadline: March 22.

• **91.0103 Advanced Lithography** — Defense Advanced Research Projects Agency — It is soliciting abstracts for developments in lithography systems for manufacturing of integrated circuits with minimum feature sizes in the range of 0.1-0.25 micrometers. Areas of interest are transfer of advanced lithography technology into a semiconductor processing environment, development of new lithography tools and processes offering improved manufacturing performance and development of new materials, processes and equipment which advance technology. Deadline: March 6.

• **91.0104 Long Wave Infrared Sensor Arrays** — U.S. Air Force — The solid state sciences directorate of Rome Air Development Center is seeking sources which are capable of designing, fabricating and delivering staring infrared focal plane arrays made for iridium silicide. The arrays must be compatible with silicon very large scale integrated circuit technology. The prospective source must show how he will satisfy the requirements of the Air Force in this technology. Deadline: March 3.

• **91.0056 Dual Band Infrared Detection** — Naval Research Laboratory — The purpose of this is to develop the technology for infrared focal plane arrays which can operate in both the 3-5 micron and 8-12 micron bands. Deadline: Feb. 2.

• **91.0041 Research Careers for Minority Scholars** — National Science Foundation — The program provides grants to colleges and universities to assist in the implementation of research and academic enrichment programs for minority undergraduate and graduate science and engineering students. Deadline: March 3.

• **91.0086 Computer Hardware, Advanced Mathematics, and Model Physics** — U.S. Department of Energy — The goals of the CHAMMP climate modeling program is to develop, verify, and apply a new generation of climate models within a coordinated framework that incorporates the best scientific and numerical approaches to represent physical, biogeochemical, and ecological processes, that fully utilizes the hardware and software capabilities of new computer architectures, that probes the limits of climate predictability, and finally that can be used to address the challenging problem of understanding the greenhouse climate issues through the ability of the models to simulate time-dependent climatic changes over extended times and with regional resolution. Deadline: Feb. 2. If interested, contact DSR immediately.

• **91.0088 Informal Science Education** — National Science Foundation — This division of materials development, Research and Informal Science Education, is engaged in an effort to improve the quality and quantity of mathematics and science education both in school and through informal learning. The divisions's activities tend to stress cooperative development that combines the skills of scientific, research and educational experts with real-world interests and implementation skills of school systems, publishers, broadcasters and museums. Deadline: April 4.

• **91.0087 Identification and Evaluation of Biological Indicators of Terrestrial Ecosystem Stress** — U.S. Environmental Protection Agency — The purpose of this is to solicit proposals which will result in the development of methods to measure stresses within an ecosystem. Deadline: March 3.

• **91.0083 Exploratory Research** — Environmental Protection Agency — The EPA, through its office of exploratory research, is seeking grant applications to conduct exploratory environmental research in biology, health, chemistry, physics, engineering and socioeconomics. Investigations are sought in disciplines which focus on any aspect of pollution identification, characterization, abatement or control, or address the effects of pollutants on human health or the environment. Note changes in deadlines: biology, Sept. 13; health, Aug. 16; chem-physics water-soil, July 5; chem-physics air, Aug. 16; engineering, Aug. 9; socioeconomics, March 22.

• **91.0017 Drug-free Schools and Communities Demonstration** — Department of Education (CFDA 84.184A) — The purpose of this program is to award grants to institutions of higher education and consortia for model demonstration programs coordinated with local elementary and secondary schools for the development and implementation of quality drug and alcohol abuse education and prevention programs. Deadline: March 5.

• **91.0006 University Development Program in Business Management for Eastern and Central Europe** — U.S. Information Agency — The USIA is inviting applications for a university development program in business management for eastern and central

Europe from U. S. education institutions to conduct exchange programs with universities in Bulgaria, Czechoslovakia, Hungary, Poland, Rumania and Yugoslavia to develop their business management capability. Deadline: Feb. 15.

• **91.0081 Employee Research** — W.E. Upjohn Institute — W.E. Upjohn Institute supports policy-relevant research on employment and unemployment. The Institute is also receptive to international studies for the purpose of drawing lessons for U. S. policy. The following are topics of particular interest: income replacement; structural change; family employment issues and policies; labor-management relations; the educational system and at-risk youth; state and local economic development policies. Deadline: March 25.

• **91.0070 Children and Youth in Need** — Pillsbury Foundation — Focuses on prevention programs for children and youth to 18 years old in need. Is dedicated to serving the needs of the disadvantaged. Supports exceptional programs in the communities in which they have business operations and supports a limited number of national grants on children and youth in need. The current priorities are skills, attitudes, values and behaviors to take advantage of educational and employment opportunities, adequate nutrition for healthy development, support from a healthy family and caring adults. General community support is given in the areas of health and welfare, education, arts and culture, civic and community. Deadline: Open.

For additional information on these and other grant opportunities, contact DSR at x3778 or x2806. To expedite requests, submit DSR solicitation number whenever available.

MEMORANDUM, continued from page 2

To: University community
From: Linda Bonta, finance and accounting
Subject: Reporting of Social Security amounts

Comptroller's memorandum number 19 advises that effective July 1 Other Personnel Services (OPS) wages paid which are subject to the 1.45 percent Hospital Insurance Tax will also be subject to the 6.2 percent Old Age, Survivors and Disability Insurance Tax.

University of Central Florida employees should be aware that an additional 6.2 percent will be deducted from their paychecks if they are subject to the 1.45 percent HI Tax.

Departments should be aware that an additional 6.2 percent will be deducted from the departmental budgets to match the employees' contribution.

Employees exempt from payment of the HI Tax and the OASDI Tax are students enrolled and regularly attending classes at the university where the services are performed and non-resident aliens with F-1 or J-1 visas who are performing services related to the primary purpose for being in the United States.

Questions should be directed to the payroll department, x2883.

To: Faculty
From: Bruce Whisler, College of Arts and Sciences
Subject: Assistant dean search

The College of Arts and Sciences invites applications and nominations for a new assistant dean position.

The assistant dean will be responsible for college-wide coordination of undergraduate education. This individual will direct, with the college development officer, policy and planning for industrial and community relations and development. Additional areas of responsibility include scholarships, teaching awards, instructional innovations and technology and special projects.

To qualify, applicants must have an earned doctorate or a terminal degree, five or more years full-time didactic experience, documented publication or creative activity. Previous administrative experience is highly desirable. Depending on the successful applicant's qualifications, tenure-track or tenured faculty rank in an arts and sciences department is possible.

Applications or nominations will be accepted if postmarked on or before Feb. 15. Women and minorities are especially encouraged to apply. Applications must include a letter of interest, curriculum vitae, and the names, addresses and telephone numbers of at least four references.

Applications and nominations should be mailed to: Robert Davis, chair, assistant

dean search committee, HFA 511, College of Arts and Sciences.

To: Interested parties
From: Daniel Holsenbeck
Subject: Legislative briefing

The University of Central Florida Alumni Association will host the Central Florida legislative delegation for its annual alumni legislative briefing.

The meeting is noon-1:30 p.m. on Friday, Feb. 8, in the Sun Bank Center, Park Building, third floor.

To: Faculty and Administrative and Professional
From: Barth Engert
Subject: Formation of Rotary Club

A Rotary Club is being formed to serve northwest Orlando. It will meet on Wednesdays at the Rosemont Country Club. For information, call Barth Engert, x5907.

To: Faculty
From: Kathryn Seidel, College of Arts and Sciences
Subject: Associate dean search

The College of Arts and Sciences invites applications and nominations for a new associate dean position.

The associate dean will assume leadership and responsibility for policy, planning and development of academic, research and scholarly goals in graduate education. This individual will be responsible for liaison with institutions and centers, including the Center for Research in Optics and Lasers, the Institute for Simulation and Training, the Center for Space Policy and Law, and the Florida-Russia Institute. The associate dean also will have primary responsibility for promotion and tenure activities in the college.

To qualify, applicants must have an earned doctorate, a record of teaching and scholarship commensurate with appointment as a tenured professor in a department of the college, academic administrative experience at or above the departmental level, and demonstrated commitment to graduate education, research and faculty development.

Applications and nominations will be accepted if postmarked on or before Feb. 15. Women and minorities are especially encouraged to apply. Applications must include a letter of interest, curriculum vitae, and names, addresses, and telephone numbers of a least four references.

Applications and nominations should be mailed to: Margaret Thomas, chair, associate dean search committee, HFA 511, College of Arts and Sciences.

This And That

UCF involved in pilot program

Guidelines explain 'Appraisal by Exception'

Editor's note: The University of Central Florida has been chosen to participate in a state pilot employee evaluation program. The following guidelines explain the program.

Participants in the pilot program

The pilot program, called "Appraisal by Exception," will be implemented at the University of Central Florida, the University of South Florida, and the Board of Regents office. All University Support Personnel System employees at participating institutions will be included, with the exception of law enforcement officers.

Operational guidelines

During the pilot program, these guidelines will replace USPS rule 6C-5.750. The only exceptions are that USPS rule 6C-5.750(5)(a) and (b) will continue in effect for rater designation, reviews by higher level supervisors, discussion of the appraisal, employee's signature or refusal to sign, and disposition of copies of the appraisal. Performance appraisals for USPS employees in the pilot program will continue to be subject to the grievance procedures contained in union contracts and in USPS rule 6C-5.750.

"Appraisal by Exception"

The philosophy behind the pilot program is "appraisal by exception." Only changes in an employee's performance, which result in a change in the overall rating, require a written appraisal. Small changes in the employee's performance, which do not affect the employee's overall rating, may be conveyed orally to the employee.

Annual review

Unless delayed by an extended absence due to illness or other emergency, there shall be a meeting between supervisor and employee during March of each year. The purpose of this meeting shall be to discuss the employee's performance during the preceding year, to discuss and update the position description (where necessary), and to convey the supervisor's performance expectations for the upcoming year. While expectations explained during the annual review are not required to be conveyed in writing, supervisors are encouraged to prepare and provide the employee with a written "action plan" that could include expectations, unit goals and objectives, and other information deemed important.

Documentation of the annual review

Though not required, supervisors may elect to complete a written statement outlining the items discussed during the annual review. This statement could serve as a checklist during the review and supervision could ask the employee to sign the document acknowledging that the review had occurred and the topics discussed.

Other performance reviews

The supervisor may conduct a performance review at any time for reasons such as the following:

- A change in performance in one or more areas of performance or in overall performance.
- Other changes in supervision, job duties, priority of weighing job duties or supervisor's expectations.

Rating levels

There will be five rating levels during the pilot program:

- Exemplary: Performance exceeds the expected level of performance in most areas, most of the time.
- Commendable: Performance exceeds the expected level of performance in some areas, some of the time.
- Effective: Performance meets the expected level of performance in all areas.
- Marginal: Performance fails to meet the expected level of performance in some areas. Performance needs to improve.
- Unsatisfactory: Performance fails to meet the expected level of performance in most areas.

Note: At the time of the first annual review during March, if the rater determines that the

employee's level of overall performance has not changed and does not prepare a written appraisal, the employee will automatically be given a rating level in the pilot program's five-level system that equates to a comparable rating in the previous three-level system.

Employees whose most recent appraisal rated their overall performance as "below performance standards" and "achieves performance standards" will be rated at the "unsatisfactory" and "effective" levels. Performance previously rated "exceeds performance standards" and "special achievement modifier" will convert to "commendable." Employees whose performance was previously rated "meritorious service modifier" will be rated as "exemplary" in the absence of a written appraisal to the contrary.

Use of "marginal" and "unsatisfactory" performance ratings

Since poor performance should be dealt with as soon as possible, the period covered by a "marginal" or "unsatisfactory" appraisal should normally not exceed two months. However, where successive incidents of poor performance occur over a longer period of time, or other extenuating circumstances exist, the rating period may be extended for a reasonable length of time.

There is no requirement to give an employee a "marginal" rating prior to an "unsatisfactory" rating. Each rating stands on its own definition and merits.

When an employee receives a "marginal" or "unsatisfactory" appraisal, the supervisor shall identify and communicate, in writing to the employee, any improvements necessary to correct the deficiencies.

Special performance process

If an employee, who has attained permanent status in the class, receives an overall rating of "unsatisfactory" or "marginal," the rater, with the cooperation of higher level supervisors, shall be responsible for identifying specific improvements necessary for the employee to receive a rating of at least "effective." If, at the time of receiving such an appraisal, the employee is retained by the university, the employee's performance shall be reappraised at least each two months thereafter until:

- The employee's performance has improved and is rated at least "effective."
- Or four months have elapsed without the employee receiving a rating of at least "effective." In such cases, the university shall initiate action to remove the employee from the class.

The director of personnel, upon the recommendation of supervisor, may remove the employee from the class at any time if adequate improvement is not made in the employee's performance from the date of the initial "unsatisfactory" or "marginal" rating. The director of personnel may also extend the appraisal period beyond the four months under the following circumstances:

- In the event of the employee's absence due to disability in accordance with Rule 6C-5.740(8)(e), the appraisal period may be extended day-for-day for the period of the employee's absence.
- In the event of the employee's personal illness or injury, the appraisal period may be extended day-for-day after such illness or injury has exceeded 15 consecutive work days or a total of 45 nonconsecutive workdays within the 120 day period.

Purposes of performance reviews, appraisals

Performance reviews and appraisals shall be used for the following purposes:

- To appraise the employee's performance of assigned responsibilities.
- To provide an opportunity for supervisor-employee communication.
- To direct an employee's attention to good job performance and/or areas where improvement has occurred.
- To direct an employee's attention to a per-

formance problem.

- To direct an employee's attention to a behavioral problem (attendance, tardiness, relationship with people, appearance), if it affects job performance, co-workers, other offices, or the public.
- To provide a record of employee performance to assist management in making personnel decisions (appraisal only).

At the supervisor's option, notes on critical performance incidents (both positive and negative), may be used to support an appraisal. To document a performance problem, however, their use is encouraged.

Required appraisals

A new written performance appraisal is required whenever the employee's overall performance level changes from the previous performance level.

A probationary performance appraisal is required for both the initial probationary period and promotional probationary periods, and shall be completed within 30 days prior to the end of the six-month probationary period. In addition, probationary performance appraisals should normally be completed two weeks prior to the end of the second month in a class, and two weeks prior to the end of the fourth month in a class.

An employee shall serve at least six months in the class with a concluding performance rating of "effective" or higher before attaining permanent status in the class.

The probationary appraisal period may be extended under the following circumstances:

- When the employee is rated "marginal" or "unsatisfactory."
- When the employee is granted a leave of absence for 30 days or longer.
- When the supervisor and the employee agree to extend it.

In addition, a probationary period shall be extended whenever an employee without permanent status in the current class is reassigned to a different position in the same class and the employee makes a written request that the probationary period be extended for a period not to exceed six months. When interviewing an employee seeking reassignment while on probation, interviewing officials have the right to ask the employee to supply this request before giving the employee further consideration.

Request for appraisal

An employee may make a written request of supervision asking that a performance appraisal be conducted if no appraisal has been given the employee during the previous six months. An employee may not request an appraisal while in "marginal" or "unsatisfactory" status. The employee's request will be granted within 30 days from the receipt of the written request.

Appraisal periods and effective dates

The appraisal period is the period specified on the appraisal form. It may not overlap a previous appraisal period nor may it cover a period of longer than 12 months.

The effective date of the appraisal is the last day of the rating period specified on the form, regardless of when the appraisal is signed. The form will be made available to all parties to sign within a reasonable period following the effective date of the appraisal.

Implementation of the pilot program

The performance appraisal by exceptional pilot program was implemented on Nov. 1. Current appraisals were to be the baseline appraisals of the performance appraisal by exception program. Supervisors are to refer to them when deciding whether an employee's overall performance has changed. For those employees in the special performance process on Nov. 1, the procedures in USPS rule 6C-5.750(4)(c) and (5) governing below performance standard ratings shall continue for those employees until the process is concluded. The pilot program will continue through June 30, 1992.

Classified Ads

This is a free service to full-time UCF employees. Ad forms are available in The UCF Report office, ADM 3951.

A completed form is needed each time the ad runs. Deadline is noon on the Wednesday preceding the Wednesday publication date.

For Sale

Basketball backboard, new, mounting bracket w/ ball set, \$60. Ball separate, \$15. Carol, x2598.

Car, '84 Bonneville sedan. Auto, A/C. P/S. P/B, radio. Good transportation. \$1,900. 671-8434.

Car, '84 Ford Cr Vic, A/C, cruise cont, new shks/frt brks/tires. All options. Clean. \$3,495. 275-0426.

Car, '83 Toyota Tercel. Excellent condition. 45 plus mpg hwy. One owner. \$2,400. x5777.

Car, '80 Chevy Malibu, P/S, P/B, A/C, FM stereo. One owner. Excellent condition. 57,000 mi. \$3,000. x5777.

Car, '90 Honda CRX, HF model (best gas mileage), white, A/C, stereo/cass, low mileage. \$9,300 or best offer. x2829 or 671-1497, evenings/weekends.

Car, '84 Ford Tempo 48K, 2nd owner. \$2,200 or best offer. Jim, x2571 or 281-1627.

Condo, large 1 bd. Marbeya Club, Casselberry. Excellent condition. New carpet, blinds, paint. Lake access. Asking \$32,900. 671-8434.

Condo, Hunters Reserve, 2/2, 1 mi. from UCF. New, immaculate, vaulted ceiling, tennis, pool, jacuzzi, weight room. \$59,900. Darlene, x2667 or 679-1677, evening.

Doors, sliding glass with tracks. \$50. Peggy, x2661, 277-2724, after 6 p.m.

Dryer, Sears Kenmore auto. Color: almond. Excellent condition. \$150. Dale, x2650.

House, custom built 3/2, den, living, family, dining rooms. Large covered patio, Ceramic tiles except in bedroom and living room. 3 yrs old. \$122,000. 679-8482.

House, Oviedo, 4/2.5, living, dining, family rooms,

solar heated, enclosed pool, fenced, garage. 365-3952.

MGB hard top, very good condition. Will sell fast. Call now. Paul, 366-3123.

Miscellaneous, snare drum w/ stand, \$150. Antique domestic sewing machine w/ table, good condition, \$80. Atari 2600 w/ games, joy sticks, \$45. Parakeet, blue, male, w/ cage, \$10. White wicker patio furn., lounge, rocker, love seat, table, like new, \$250. x4663.

Mobile home, 24'x44' in adult-only park. All appliances included, covered carport, central A/H. \$23,000 or best offer. Connie, x2217.

Pain relief Tenz unit, for backs, legs, wrists. Used very little. Paid \$500, asking \$200. M. Brooks, x5373 or 365-3870, after 6 p.m.

Skis, Rossignol, Tecnica boots (11.5), poles never used. \$150. Bill, x2508.

Townhouse, 2/2.5, Villages of Seaport, Cape Canaveral. \$65,000. 365-6233.

Travel trailer, '63 Avion. Full bath and kitchen, A/C. Sleeps 4. \$2,300. x5373.

Truck, '85 Toyota SR 5 turbo. Excellent condition. Auto, matching camper top. Loaded. Black exterior/gray interior. Must see to appreciate. Must sell. Sacrifice for \$4,500 or best offer. Judy, x5544 or 339-2043 after 5 p.m.

Truck, '70 Chevy pickup. Runs good. \$500. 657-4548 or x2700.

Van, '83 Ford, handicapped equipped, electric lift, raised roof, tie down, hand control, etc. 69,000 mi. \$8,500. 351-0123.

Waterbed, solid oak king size w/ bookshelf head board, 2 mattress pads, new heater, 2 sets sheets. Only \$350. Dottie, 657-4457.

Waterbed, king size, bookcase head board with mirror and cabinets. Captain's chest with 8 spacious drawers. Plush rail covers. Heating element and linen (satin sheets). Must sell. Paul, 366-3123.

Wedding gown, accessories, Ivory satin and lace, beaded bodice, low back, long sleeves. Designer label, size 10-12 (easy to alter). Worn once. Paid \$1,000. All offers considered. x2190, 339-9323.

For Rent

Lakefront, old Winter Park, idyllic, roomy, very private, tastefully furnished 2 ba. apt. For one selective non-smoker. Available Feb. 1. \$550 and utilities. 629-1480.

House to share, 3/2, pool, tennis. Oviedo area. Sandy, x5606.

House, 2 mo. old 3/2. Enclosed patio, blinds, most appliances, dbl. garage. No pets. UCF/MM area. \$695/mo. 275-5896, leave message.

Room, female to share w/ same and 2 kids. 3/1.5, \$260 includes all. W/D, micro., A/C, heat. 15 min. from UCF. Peggy, x5084 or 365-2580, evening.

Time share, Destin. Fully equipped efficiency on the beach. Pool, lighted tennis courts. March 16-23, \$375. 699-0300, after 4 p.m.

Wanted

Good home, adorable puppy needs home. Half dobie. Chocolate-brown male. For information, call Mindy, x2501.

Long-term disability agreement, injured SUS employee needs copy of the "pre-rollover" (in effect before Oct. 1, 1989) contract. Will pay for trouble, any clear copy. Boyd Winward, 568-4619.

Roommate, to share duplex. Own bedroom, share bath. Across from UCF. \$225/mo., 1/2 utilities. Linda H., x2771.

Personal

Get well cards, I want to thank everyone for the beautiful get-well cards I received during my stay in the hospital. Richard Kelley.

House and pet sitter, Need someone to walk your dog, feed your cat, pick up your mail while you're out of town? If so, call Kathy, x2586. References available. Reasonable cost.

Calendar

Courses:

The Center for Executive Development will present the following courses. For information, call x2446.

- Tuesdays, Feb. 5-April 30, Effective Contract Administration (Brevard campus), 6-9 p.m. \$395.
- Thursdays, Feb. 7-May 2, Effective Contract Administration (Orlando campus), 6-9 p.m. \$395.

The Institute of Government is offering the following courses at the Winter Park Center. For information, call 623-1204.

- Thursday, Feb. 4, Grammar Brush-Up, 9 a.m.-noon. \$25.
- Tuesday, Feb. 5, The Nuts and Bolts of Customer Service, 9 a.m.-4 p.m. \$35.
- Wednesday, Feb. 6-27, Supervisory Skills, 9 a.m.-4 p.m. \$100.
- Thursday, Feb. 7, Organizing and Developing Effective Presentations, 9 a.m.-4 p.m. \$35.

User Services is offering the following personal computer instruction short courses free to faculty and staff. For information, call x5117.

- Wednesday, Jan. 30-Thursday, Jan. 31, WordPerfect 5.0 III Advanced, 1-4 p.m.
- Friday, Feb. 1, Introduction to Personal Computers, 1-4 p.m.
- Monday, Feb. 11-Tuesday, Feb. 12,

WordPerfect 5.0 I Introduction, 9 a.m.-noon.

- Feb. 13-14, DOS II Advanced, 1-4 p.m.

Personnel services is offering the following courses. To register, contact personnel services, ADM 230.

- Friday, Feb. 1, Put Some ZIP in Your Mail, 10 a.m.-noon.
- Tuesday, Feb. 5, New Employee Orientation, 8:45 a.m.-2 p.m.
- Tuesday, Feb. 12, Ledger Series (Basic and Education/General), 10 a.m.-noon.
- Feb. 13, Ledger Series (Contract/Grant and Auxiliary), 10 a.m.-noon.

Fund-raisers:

- Saturday, Feb. 2, the UCF Women's Club will sponsor Mardi Gras dinner dance and silent auction in the UCF Dining Room. Festivities start at 7 p.m. Reservations are \$17.50. For information, call 365-2535 or 366-1585.
- Saturday, Feb. 2-Sunday, Feb. 3, azalea sale at the Orange County Agricultural Center, corner of Bumby and Michigan, to benefit The Crisis Nursery, a center for neglected and abused children. For information, call 298-5387 or 425-3744.

Miscellaneous:

- Saturday, Feb. 16, the 4th annual 5K

Run for Your Heart at Greek Park will be held at 9 a.m. There are individual categories for students, faculty and staff, and team and spirit awards for clubs. Proceeds benefit the student wellness scholarship fund. Submit entry forms to the wellness center or register by 8:30 a.m. on race day.

Seminars:

The following courses are offered in the Orlando/Daytona Beach area by public and private agencies. Information is available in personnel services, administration building, room 230.

- Feb. 5-6, Time Power for Increasing Your Personal Productivity.
- Feb. 6, The Secretarial Seminar.

The Small Business Development Center is sponsoring "How to Start Your Central Florida Business" seminar on the following days: Friday, Feb. 1, 9 a.m.-4 p.m.; Feb. 12 and 14, 5:30 p.m.-8:30 p.m.; March 1, 9 a.m.-4 p.m.; March 12 and 14, 5:30 p.m.-8:30 p.m.; April 5, 9 a.m.-4 p.m.; April 16 and 18, 5:30 p.m.-8:30 p.m. For information, call x5554.

Workshops:

The Small Business Development Center is offering the following work-

shops at various chambers of commerce. For information, call x5553.

- Feb. 14, Business Plan Development, Sanford, 9 a.m.-noon.
- Feb. 14, Marketing Plan Development, Sanford, 1-4 p.m.
- Feb. 21, Records, Cash Flow & Taxes, Sanford, 9 a.m.-noon.

The UCF Report

The UCF Report is a publication of the Department of Public Affairs, Division of University Relations, University of Central Florida, P.O. Box 25000, Orlando, FL 32816, (407) 823-2504. Publication of announcements and official memoranda about University policy and procedures in The UCF Report constitutes official notice to faculty and staff.

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